

## LUDGERSHALL TOWN COUNCIL



**Minutes of the Civic Events committee held on Friday 11th May 2018 in the Town Council Office, 22 High Street, Ludgershall at 19:00pm.**

<b>Present:</b>	Cllr CA Allan in the Chair	Cllr J Langley
	Cllr M Giles	Cllr B Dance
	Cllr V Dixon	Cllr C Giles
	Cllr AKJ Pickernell	Cllr B Cordery
<b>Representative:</b>	WO2 (QMSI) A Bracey 26 Engr Regt	Mr J Sparrow Castledown FM

	<u>Agenda Item</u>	<u>Action</u>
<b>1/18-19</b>	<b>1. <u>Election of Chairman</u></b> - Cllr C Giles proposed Cllr CA Allan remain as chair, Cllr J Langley seconded, there were no other nominations, all in favour, carried.	
<b>2/18-19</b>	<b>2. <u>Election of Vice Chair</u></b> – Cllr B Cordery proposed Cllr B Dance stay as Vice Chair, Cllr J Langley seconded, there were no other nominations, all in favour, carried.	
<b>3/18-19</b>	<b>3. <u>Apologies</u></b> – Cllr CD Allan working nights, accepted.	
<b>4/18-19</b>	<b>4. <u>Declaration of Interest</u></b> – none.	
<b>5/18-19</b>	<b>5. <u>Minutes</u></b> - of previous meeting have been circulated and ratified at Full Town Council.	
<b>6/18-19</b>	<p><b>6. <u>Summer Fete – June 9th 2018</u> –</b></p> <ul style="list-style-type: none"> <li><b>Public stall list</b> – The Clerk stated that our insurers require LTC to obtain a copy of the Public Liability insurance policy of the following: Bouncy Castle provider, Archery provider &amp; Petting Zoo, Clerk will obtain the latter and Cllr CA Allan will obtain the first two and pass to Clerk. Insurers also require notification to police (Clerk has confirmation from PCSO that he will attend) and Fire Brigade (should be in attendance if not on a ‘shout’) of the event. Qualified First Aid personnel must be in attendance, Cllr CA Allan will provide Clerk with a list of names, and Clerk will have updated first aid bag and signage of where it will be on the day. They also require 1 steward for every 100 spectators, as Cllrs purchasing LTC polo shirts to wear on the day, this was felt would be more than enough to cover it. 9 payments for stalls had been received from the 42</li> </ul>	Clerk and Cllr CA Allan

	<p>potentials, Cllr CA Allan and Clerk will chase. Coffees and Teas will be provided by the Friday Club.</p> <ul style="list-style-type: none"> <li>• <b>LTC stall list</b> – Rosettes are ordered, event toilets are booked, TENS license is received, Cllrs know which stall they are tending. Burgers paid for, Cllr B Dance will pick up, hot dogs and all peripheries are either being bought this weekend or donated. Rolls to be picked up by Clerk on the day. Clerk to notify grounds maintenance contractor to not cut the grass closer than 3 weeks prior to event.</li> <li>• <b>26 Engineers</b> – missed window for getting paperwork in for event, will continue to try and get info of Clerk to help. If all ok, will be supplying a couple of army vehicles, an assault course, and 2 arena area cordons.</li> <li>• <b>Programme update</b> – Cllr CA Allan, showed the committee the basic copy, all agreed looked good, to get ordered for sale on the day.</li> <li>• <b>Raffle tickets</b> – no separate raffle prizes will be part of the Programme.</li> <li>• <b>Publicity</b> – Large A3 posters going up on boards around Town, A4 posters in all shops etc &amp; A5 flyers for Co-op, Tesco etc. Put on Website and FB and share.</li> <li>• <b>Polo shirts</b> – Committee discussed and asked Clerk to order Navy – members gave sizes to order. Cllr CA Allan will take to get embroidered, and final cost will be charged to individual Cllrs.</li> </ul>	<p>Clerk and Cllr CA Allan</p> <p>Clerk</p>
<b>7/18-19</b>	<b>7. Ludgershall in Bloom</b> – Discussed changing format of entry to the competition. Committee decided to publicise and get residents to enter if they want to rather than judging every front garden in Ludgershall.	
<b>8/18-19</b>	<b>8. Agenda Points to be discussed for next meeting</b> – <ul style="list-style-type: none"> <li>• Remembrance Sunday – lamppost poppies, radio link, Perspex soldier, road closure</li> <li>• Family learning festival</li> <li>• Gurkhas cultural hour</li> <li>• St James Flower Festival</li> </ul>	

There being no further business to discuss the meeting closed at 7.55pm.

Next meeting will be held on 31st May 2018 at 7pm, in the Town Council Office.

Signed.....Date.....